

Access 2016 - Level 3

The Access 2016 - Level 3 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-730. You will learn how to create Select, Action, Crosstab, Parameter and Multiple table queries. You will also find records using various methods, apply filters and sort data.

The estimated time to complete this course is 3 hours and 5 minutes.

Finding, Sorting and Filtering

Finding and Filtering Data

- Finding Text in Records
- Finding Numbers in Records
- Finding Dates in Records
- Replacing Data
- Applying Filters
- Removing Filters
- Filter By Selection
- Filter By Form
- Closing Forms

Sorting Records

- Sorting Data
- Sorting Tables
- Sorting Queries
- Sorting Forms

Creating and Managing Queries

Creating Basic Queries

- Queries
- Creating Queries
- Adding Fields to Queries
- Removing Fields from Queries
- Clearing the Query Grid
- Adding Fields as One Entry
- Deleting Columns from Query Grid
- Adding Fields to Queries
- Showing and Hiding Fields
- Sorting Fields in Queries
- Viewing Query Results
- Moving Fields in Queries
- Running Queries
- Closing Queries
- Renaming Queries
- Deleting Queries

Multiple Table Queries


- Multiple Table Queries
- Joining Tables in a Query
- Adding Multiple Fields
- Running the Query
- Adding Selection Criteria
- Using Logical Operators
- Modifying Criteria
- Deleting Criteria
- Creating Parameter Queries
- Or and Like Operators
- Using Wildcards

If you require any further information please contact NYES:

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Additional Query Options

- Grouping in Queries
- Removing Tables
- Joining Tables in a Query
- Using the Expression Builder
- Entering Expressions Manually
- Top Values Queries
- Formatting Calculated Fields
- Renaming Expressions
- Creating Crosstab Queries

Action Queries


- Query Types
- Creating Make Table Queries
- Creating Update Queries
- Creating Append Queries
- Modifying Queries
- Creating Delete Queries

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